

## Dual Enrollment Instructor Application

Thank you for your interest in teaching Dual Enrollment courses for Chandler-Gilbert Community College. Chandler-Gilbert partners with East Valley high schools to offer dual enrollment credit for academic and occupational classes. Dual Enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. By offering the Dual Enrollment option, we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

## Qualifications

Academic Courses	Occupational Courses
➤ Master's in subject	➤ Criteria for academic courses OR
➤ Master's plus 18 graduate semester hours in the subject area	➤ Bachelor's plus 3 years' work experience in the subject area
➤ Master's plus 24 upper division and/or graduate semester hours in the subject area	➤ Associate's degree or 64 semester hours plus 5 years' work experience in the subject area
	➤ 5 years' work experience in the subject area
BOTH: Complete EDU250 Overview of the Community Colleges, or equivalent, within two years	

**TO APPLY:** Complete the application packet and submit the following to the Dual Enrollment Office at Chandler-Gilbert Community College:

- Official transcripts
- Resume
- Syllabus, including name and ISBN of textbook
- Dual Enrollment Instructor Person of Interest Data Form **(must be updated annually)**
- Certificate of Understanding & Conditions of Employment Form **(must be updated annually)**
- Public Employee or Officer Loyalty Oath
- Letter of employment (occupational/CTE only)

Submit by June 15 for consideration for the fall semester; November 15 for spring semester. The review process may also include an on-site visit of your classroom and/or lab.

**Chandler-Gilbert Community College | 2626 East Pecos Road | Chandler, AZ 85225**

**Phone: 480.732.7006 | Fax: 480.857.5453 | E-Mail: [dualenrollment@cgcmail.maricopa.edu](mailto:dualenrollment@cgcmail.maricopa.edu)**

**Visit us at [www.cgc.edu/dual](http://www.cgc.edu/dual)**

**Marina Giovannini | Julie Moberly | Max Yeamans**



## Chandler-Gilbert Community College Division Contacts

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<b>ACT, AET, AMT, AVT</b>	James Raynovic (starting 7-1-11)	Division Chair	480.988.8115	<a href="mailto:james.raynovic@cgcmail.maricopa.edu">james.raynovic@cgcmail.maricopa.edu</a>
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<b>ACC, BPC, CIS, CNT, COV, CSC, GBS, ITS, MGT, MKT, MST, OAS, SBS, SBU</b>	Carlene Weberg	Secretary	480.732.7043	<a href="mailto:carlene.weberg@cgcmail.maricopa.edu">carlene.weberg@cgcmail.maricopa.edu</a>
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<b>ARH, ART, COM, DAH, DAN, MCO, MHL, MTC, MUC, MUP, SLG, TCM, THE, THP</b>	Diane Travers Shipman (starting 7-1-11)	Division Chair	480.732.8621	<a href="mailto:diane.travers@cgcmail.maricopa.edu">diane.travers@cgcmail.maricopa.edu</a>
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<b>ARB, CRE, ENG, ENH, ESL, FRE, HUM JPN, JRN, PHI, RDG, REL, SPA, WAC</b>	Franklene Smith	Secretary	480.732.7126	<a href="mailto:franklene.smith@cgcmail.maricopa.edu">franklene.smith@cgcmail.maricopa.edu</a>
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<b>FON, HCC, HCR, NUR, WED, Massage Therapy</b>	Jill Anderson (starting 7-1-11)	Division Chair	480.988.8865	<a href="mailto:jill.anderson@cgcmail.maricopa.edu">jill.anderson@cgcmail.maricopa.edu</a>
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<b>Science</b>	Steven O'Neal (until 6-30-11)	Division Chair	480.857.5526	<a href="mailto:steven.oneal@cgcmail.maricopa.edu">steven.oneal@cgcmail.maricopa.edu</a>
<b>AMS, AST, BIO, CAD, CHM, ECE, EEE, ELE, ELT, EQS, EUT, GLG, GPH, PHS, PHY</b>	David Weaver (starting 7-1-11)	Division Chair	480.732.7360	<a href="mailto:david.weaver@cgcmail.maricopa.edu">david.weaver@cgcmail.maricopa.edu</a>
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<b>AJS, ASB, CFS, CIA, ECN, EED, EDU, EMT, EXS, HIS, HES, LETA, PED, PES, POS, PSY, REC, SOC, WST, FSC</b>	Linda Buchanan	Secretary	480.732.7334	<a href="mailto:linda.buchanan@cgcmail.maricopa.edu">linda.buchanan@cgcmail.maricopa.edu</a>
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## Prefix Descriptions

**ACC** - Accounting

**ACT** - Aircraft Construction Technologies

**AET** - Aeronautics

**AJS** - Administration of Justice Studies

**AMT** - Aircraft Maintenance Technology

**AMS** - Automated Manufacturing Systems

**ARB** - Arabic

**ARH** - Art Humanities

**ART** - Art

**ASB** - Anthropology

**AST** - Astronomy

**AVT** - Avionics Technology

**BIO** - Biology

**BPC** - Business Personal Computers

**CAD** - Computer Aided Drafting

**CFS** - Child and Family Studies

**CHM** - Chemistry

**CIA** - Crime and Intelligence Analysis

**CIS** - Computer Information Systems

**CNT-CISCO** - Networking Technology

**COM** - Communications

**CPD** - Counseling and Personal Development

**CRE** - Critical Reading

**CSC** - Computer Science

**COV** - Covey

**DAH** - Dance Humanities

**DAN** - Dance

**ECE** - Engineering Science

**ECN** - Economics

**ECH** - Early Childhood Education

**EDU** - Education

**EEE** - Electrical Engineering

**ELE** - Electronics

**ELT** - Electronics Technology

**ENG** - English

**ENH** - English Humanities

**ESL** - English as a Second Language

**EUT** - Utility Lineman

**EQS** - Equine Science

**FON** - Food and Nutrition

**FRE** - French

**FSC** - Firefighter Conditioning

**GBS** - General Business

**GCO** - Golf Course Operations

**GCU** - Cultural Geography

**GLG** - Geology

**GPH** - Physical Geography

**HCC** - Health Core Curriculum

**HCR** - Health Care Related

**HES** - Health Science

**HIS** - History

**HUM** - Humanities

**ITS** - Information Security Fundamentals

**JPN** - Japanese

**JRN** - Journalism

**MAT** - Mathematics

**MCO** - Mass Communications

**MGT** - Management

**MHL** - Music: History/Literature

**MKT** - Marketing

**MST** - Microsoft Technology

**MTC** - Music: Theory/Composition

**MUC** - Music Commercial Business

**MUP** - Music: Performance

**NET** - Network Technology

**NUR** - Nursing Science

**OAS** - Office Automation Systems

**PED** - Physical Education

**PHI** - Philosophy

**PHS** - Physical Science

**PHY** - Physics

**POS** - Political Science

**PSY** - Psychology

**RDG** - Reading Education

**REC** - Recreation

**REL** - Religious Studies

**SBS** - Small Business Management

**SBU** - Society & Business

**SLG** - Sign Language

**SOC** - Sociology

**SPA** - Spanish

**SWU** - Social Work

**TCM** - Telecommunications

**THE** - Theater

**THP** - Theater Performance

**WAC** - Writing across Curriculum

**WED** - Wellness Education

**WST** - Women's Studies

MARICOPA COUNTY COMMUNITY COLLEGES  
Chandler-Gilbert Community College

# PERSON OF INTEREST (POI) DATA FORM

## PERSONAL DATA

To Be Completed by POI – Please Print

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
*Print your full name exactly as it appears on your Social Security Card*

ADDRESS \_\_\_\_\_  
*Street Address(with apt. #) City State Postal Code*

PHONE ( ) \_\_\_\_\_ PREFERRED PHONE ( ) \_\_\_\_\_  
*Circle one: Cellular/Work/Other Circle one: Cellular/Work/Other*

MALE \_\_\_ FEMALE \_\_\_ BIRTH DATE \_\_\_\_\_ EMAIL \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_  
*Name & Relationship Home Phone Work Phone*

Have you ever worked for the Maricopa County Community College District before? \_\_\_ Yes \_\_\_ No

HIGHEST LEVEL OF EDUCATION ACHIEVED: ( ) Less than high school ( ) High school graduate ( ) Tech/business School  
( ) Some college ( ) AA ( ) Bachelors ( ) Some grad school ( ) Masters ( ) JD ( ) Doctorate ( ) MD ( ) DDS

## ACKNOWLEDGMENT

By my signature below, I assert that all the information given in the "Person of Interest" form is true and acknowledge understanding and agreement with all materials and conditions as stated. I understand that false information (misrepresentation or omission of information) may be the basis for termination of my role at CGCC. I authorize investigation of all statements contained herein and hereby release all parties from any liabilities that may result from furnishing such information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## STATEMENT OF REGISTRATION STATUS

Per Arizona Revised Statute 38-201, effective September 20, 1988, "a male person born after December 31, 1960 is not eligible to hold any office, employment or service in any public institution in Arizona unless the person has registered with the selective service system." Revised 7/21/2010.

## TO BE COMPLETED BY DEPARTMENT AUTHORIZER

Check one: *(see reverse for definitions)*

- ( ) DUAL ENROLLMENT INSTRUCTOR ( ) CONSULTANT ( ) AGENCY TEMPORARY ( ) CALL CENTER  
( ) RETIRED EMPLOYEE ( ) UNPAID INTERN ( ) VOLUNTEER ( ) VENDOR ( ) ESS EDUCATIONAL SVCS.

Department: \_\_\_\_\_ Dates of service: FROM \_\_\_/\_\_\_/\_\_\_ TO: \_\_\_/\_\_\_/\_\_\_  
*Required for HRMS Enrollment*

Does person need access to computer systems? \_\_\_ Yes \_\_\_ No Does person need an ID badge? \_\_\_ Yes \_\_\_ No

SUPERVISOR: \_\_\_\_\_  
*Print Name Signature Date*

If person is Dual Enrollment Instructor:

HIGH SCHOOL \_\_\_\_\_ SEMESTER: Fall \_\_\_ Spring \_\_\_ Year \_\_\_\_\_

Course(s) \_\_\_\_\_

**For Employee Services use only:**

HRMS entry \_\_\_\_\_ SIS ID # \_\_\_\_\_ Person ID # \_\_\_\_\_ Emailed Dept. \_\_\_\_\_

FERPA \_\_\_\_\_ Sent to D.O. \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

## PERSON OF INTEREST ANALYSIS

College Employee Services strives to provide customers with most efficient service possible. This form will assist us in providing you with the best possible customer service. Please use the following to select the type of POI you are bringing forward, so that our office can best determine your needs.

PERSON OF INTEREST ANALYSIS			
Person of Interest Category	Check one that applies	Next Step	Definition
<b>Dual Enrollment Instructor</b>	<input type="checkbox"/>	Complete POI Packet Retain originals in Division files Forward appropriate copies to College Employee Services	Teaches college-level courses to High school students and are not compensated by MCCCDC
<b>Consultant</b>	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Hired to do specialized work on certain projects and are paid by outside sources
<b>Agency Temporary Employee (such as Kelly Services Employee)</b>	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Temporary agency employees that come to work for MCCCDC and are paid by the temporary agency
<b>Retired Employee</b>	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Retired employees who continue a relationship with MCCCDC are changed from Employee status to Person of Interest status
<b>Call Center Employee</b>	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Employees who provide support for some of our systems and are paid by the contracted company
<b>Unpaid Intern</b>	<input type="checkbox"/>	Complete POI Packet and Forward everything to College Employee Services Retain copy of "field placement agreement" in dept.	Can be any member of the community who is completing an internship for their degree program at a university
<b>Volunteer*</b>	<input type="checkbox"/>	Complete POI Packet and *MCCCDC Volunteer Forms* Forward everything to College Employee Services	Can be any member of the community working on a volunteer basis
<b>Vendor (i.e. Follett or Chartwells employee)</b>	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Vendors are companies that provide services to MCCCDC employees and students
<b>ESS Educational Services</b>	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Are contract relationships with MCCCDC for specialized programs For example: hospitals providing adjuncts for nursing program and/or Fire Science/EMT department

## **Certificate of Understanding and Conditions of Employment**

### **for Adjunct Faculty**

IN CONSIDERATION OF employment by the Maricopa Community College District as a temporary instructor (hereinafter referred to as Adjunct Faculty), I hereby acknowledge the following:

1. THAT all Adjunct Faculty positions are non-continuing in nature.
2. THAT any instructional employment assignment depends on sufficient enrollment which will not be verified until registration is completed.
3. THAT employment with the District begins with the first day of classes and ends when classes and exams are completed and the final grade roster is returned. That the Adjunct Faculty remains responsible for any incomplete grades on the roster.
4. THAT the administration reserves the right to cancel an Adjunct Faculty's class at any time prior to the second meeting of the class.
5. THAT the assignments of Residential Faculty take precedence over the assignments of Adjunct Faculty.
6. THAT the Maricopa Community College provides for a maximum teaching load of 9.0 hours per semester for Adjunct Faculty. (This will include the load at any of the colleges at any one time.) Exceptions to the 9.0 hours per semester load must be approved by a College President and the Vice Chancellor for Human Resources or designee.
7. THAT compensation for Adjunct Faculty is established by Governing Board Policy.
8. THAT Adjunct Faculty will not be paid for class absences, subject to the conditions stated in Board Policy.
9. THAT payment for services rendered will be on a regular basis throughout the period of assignment and that Adjunct Faculty will be notified of the schedule of payment at the beginning of the term of employment.
10. THAT Adjunct Faculty are responsible for submitting accurate rosters, 45<sup>th</sup> day rosters and grade reports in accordance with deadline dates established by the college(s).
11. THAT employment for Adjunct Faculty is contingent upon:
  - (a) Completion of file material to establish qualifications.
  - (b) Signing a loyalty oath as required by Arizona Revised Statutes.
  - (c) Completion of Form I-9 (Employment Eligibility Verification Form).
  - (d) Completion of the appropriate District forms.
12. THAT Adjunct Faculty understands that his/her employment is "at-will". This means MCCCCD may terminate his/her employment at any time during the term of this employment with or without cause.
13. THAT an individual meeting the qualifications for an Adjunct faculty position may or may not meet the requirements to be hired for a full-time faculty position in the same discipline.
14. THAT the colleges within the Maricopa Community Colleges have my permission to reproduce and distribute the contents of my Adjunct faculty file, including copies of my official and unofficial transcripts, to other colleges within the District.

**Continued on Reverse**

# Certificate of Understanding and Conditions of Employment

## for Adjunct Faculty

### Page 2

I have read the above Conditions of Employment for Adjunct Faculty with the Maricopa Community Colleges. I understand and accept the policies and procedures as stated herein. I further certify that all information presented in my resume and transcripts are true and complete to the best of my knowledge. I understand that falsified statements will be cause for immediate dismissal.

During this current semester, are you teaching or are you committed to teach at any other college in the Maricopa Community Colleges? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please identify the college(s) and the number of load hours you are/will be teaching.

<u>College(s)</u>	<u>Load Hours</u>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
*Print/Type Name*

\_\_\_\_\_  
*Signature of Adjunct Faculty*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dean of Instruction/Dean of Continuing Education/Associate Dean*

# Maricopa Community Colleges

## PUBLIC EMPLOYEE OR OFFICER LOYALTY OATH

Maricopa Community Colleges is required by state law to reproduce the following statute and obtain each employee's signature. A.R.S. § 38-231

### Officers and employees required to take loyalty oath; form; classification:

In order to insure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of the state, and any of its political subdivisions, and of any county, city, town, municipal corporation, school district, and public educational institution, shall immediately upon the effective date of this act completely reproduce § 38-231 as set forth herein, to the end that the form of written oath or affirmation required herein shall contain all of the provisions of said section for use by all officers and employees of all boards, commissions, agencies and independent offices.

For the purposes of this section, the term officer or employee means any person elected, appointed, or employed, either on a part-time or full-time basis, by the state, or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution, or any board, commission or agency of any of the foregoing.

Any officer or employee elected, appointed or employed prior to the effective date of this act shall not later than ninety days after the effective date of this act take and subscribe the form of oath or affirmation set forth in this section.

Any officer or employee within the meaning of this section who fails to take and subscribe the oath or affirmation provided by this section within the time limits prescribed by this section shall not be entitled to any compensation unless and until such officer or employee does so take and subscribe to the form of oath or affirmation set forth in this section.

Any of the persons referred to in Article XVIII, Section 10 of the Arizona Constitution as amended, related to the employment of aliens, shall be exempted from any compliance with the provisions of this section.

In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of his office or employment, he shall take and subscribe the following oath or affirmation:

State of Arizona, County of Maricopa, I, _____ <i>(type or print name)</i>
do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of _____ <i>(job title/name of office)</i> according to the best of my ability,
so help me God (or so I do affirm).
Date _____ <i>(signature of employee or officer)</i>